

§ 60.14

conduct the necessary inspections within their areas to ensure adherence to procedural safeguards prescribed to protect classified information. The Director, Office of Executive Administration shall ensure that periodic inspections are made to determine whether procedural safeguards prescribed by agency regulations are in effect at all times.

[53 FR 7894, Mar. 11, 1988, as amended at 56 FR 59883, Nov. 26, 1991]

§ 60.14 Security investigations; training and orientation of employees.

(a) Requests for security clearances, including changes in the level of clearances, will be forwarded to the Office of Personnel Administration for background investigations and security checks. The Deputy Personnel Director shall ensure that all necessary investigations are completed, and will provide a recommendation on the issuance of a security clearance to the Office of Executive Administration. The Director, Office of Executive Administration, in consideration of all available information, will determine if a security clearance may be issued, or if the level may be changed, and establish the expiration date of the clearance.

(b) The Director, Office of Executive Administration is also responsible for establishing and maintaining a training and orientation program for employees concerned with classified information or material.

[53 FR 7894, Mar. 11, 1988, as amended at 56 FR 59884, Nov. 26, 1991]

§ 60.15 Debriefing upon termination of employment.

(a) Bureau directors and heads of independent units (or classified security control officers as designated by the Director, Office of Executive Administration) shall be responsible for notifying the Office of Executive Administration whenever it is necessary that an employee be briefed or debriefed. Such notification should be in writing and be at least sixty (60) days, or as long as possible, in advance.

(b) Bureau directors and heads of independent units (or classified security control officers) shall ensure that debriefings are accomplished for any employee whose employment is termi-

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nated, or scheduled to be terminated, or when a temporary separation from employment (not to include leave) for sixty (60) days or more has occurred or is scheduled, whenever the employee has had access to classified information within the last twelve calendar months of his employment.

[56 FR 59884, Nov. 26, 1991]

§ 60.16 Responsibility of individual employees.

(a) The responsibility for the safeguarding of classified information shall rest on each individual employee having possession or knowledge of it, regardless of how such information or knowledge was obtained. In addition, each individual employee is directly responsible for acquiring familiarity with and complying with these and subsequently published security regulations.

(b) Any officer or employee, at any level of employment, determined to have been responsible for any release or disclosure of national security information or material in a manner not authorized by Executive Order 12356 or under this part, is subject to prompt and stringent administrative action, and, where a violation of criminal statute may be involved, is subject to prosecution under applicable law.

§ 60.17 Loss or compromise; destruction of nonrecord classified information.

(a) Any person who has knowledge of the loss or possible compromise of classified information in the custody of the Commission shall immediately report the circumstances to the Office of Executive Administration. The Director, Office of Executive Administration shall initiate an inquiry to:

- (1) determine cause,
- (2) place responsibility, and

(3) take corrective measures and appropriate administrative, disciplinary, or legal action. If it is determined that classified information has been compromised, the agency that originated the information shall be notified of the loss or possible compromise so that a damage assessment may be conducted and appropriate measures taken to negate or minimize any adverse effect of the compromise.